

APPROVED
Cedar Area Fire & Rescue Board
Regular Meeting
Thursday, June 17, 2021 at 7:00 pm
Cedar Fire Department

Call to Order

Chair Greg Julian called the meeting to order at 7:00 p.m with the Pledge of Allegiance. Present on roll call were Greg Julian, Rick Royston, John DePuy, Ron Schaub and Chris Comeaux. Andy Doornbos, Matt Maus, Joe Voiles, and Dana Boomer were present as staff. Dan Leach was present as a former board member at the beginning of the meeting.

Discussions/decisions will be for the direction of the Cedar Area Fire & Rescue Board as previously published, per the Open Meetings Act. Potential quorums of township boards will be noted in the minutes.

The board welcomed Chris Comeaux as the new member, representing Solon Township. Dan Leach will remain in the alternate position. The board thanked Mr. Leach for his involvement with the board.

Citizens Comments – Dan Leach stated that he feels that Comeaux will be an involved and capable board member. He has appreciated his time with the department, and looks forward to continued involvement. Mr. Leach then departed the meeting.

Consideration of Agenda – The board briefly discussed the agenda. **Motion by Royston to approve the agenda as presented, second by DePuy. All in favor, motion carried.**

Minutes: Approval of May 20, 2021 General Meeting Minutes – The board briefly discussed. **Motion by Royston to approve the May 20, 2021 General Meeting Minutes as presented, second by Schaub. All in favor, motion carried.**

Correspondence Received – Doornbos stated that he had received a letter of resignation from Kyle Montieth, a part-time member. He also received a resolution of appreciation from the County Board of Commissioners.

Financials –

Boomer had previously provided a handout to the board which detailed the financial statements for May. The beginning cash balance in the operating fund as of May 1 was \$188,214.19 and the ending cash balance as of May 31 was \$137,683.26. Income for the month was \$70,736.92. The vendors' payables were \$22,155.65. The May payrolls were \$19,490.93 on 5/12 and \$19,536.99

on 5/25. There was also a transfer of capital payments to the capital fund of \$20,084.28 and a transfer to the contingency fund of \$40,000.

The board briefly discussed the vendors payable and payroll. The updated unpaid bills detailed list was presented, and briefly discussed.

Schaub moved to accept the May vendors payable as presented, Royston seconded. All in favor, motion carried.

DePuy moved to accept the May payrolls as presented, Schaub seconded. All in favor, motion carried.

Royston moved to accept the May financial statements as presented, Comeaux seconded. All in favor, motion carried.

Unfinished Business:

- a. Paramedic Program – Doornbos reported that the Munson paramedic program is still scheduled to start July 26, 2021, attended by Lt. Voiles and FF Maus. Both have been accepted and are working through the pre-program paperwork.
- b. Floor/Drain Work – Doornbos is working to get bids from commercial contractors for the complete project and permitting. No bids or estimates have been received; he will be following up on this when he returns from class.
- c. Union Negotiating Update/MOU Consideration – Julian and Royston reported that they have met with the union. Another meeting will be set when Doornbos returns. Two draft MOUs have been presented to the board.

One MOU covers multiple change items, including a proposed schedule change to 48/96 and related pay, the ability of the chief to create additional part-time shifts, and the ability of the chief to hire employees at higher wage steps when they have previous job experience. The second MOU covers the ability of the department to hire Firefighter/Paramedics, and the wages that such employees will be paid.

Royston moved, Schaub seconded to direct Greg Julian to sign both memorandums of understanding as presented to the board. All in favor, motion carried.

- d. 2022/23 Budget – Boomer distributed an updated 2022/23 budget prior to the meeting. The board and staff briefly discussed.

Julian asked if the August board meeting could be moved to August 24. The board agreed that the meeting would be moved. **Royston moved, DePuy seconded to hold a public hearing on the proposed 2022/23 budget at the August 24 meeting. All in favor,**

motion carried. The board had consensus to have two publications in the Leelanau Enterprise regarding the public hearing, in addition to the standard meeting noticing. Royston requested a summary document that shows the projected balances of the operating, capital, and contingency funds over the budget period. He has also forwarded a document to Doornbos that he thinks will help show the trends in the statistics of the department over time.

- e. Full-Time Employee Open Position – With the exit of Jake Garris, Doornbos approached several potential hires, but had no firm interest in the position. The open position was published on Facebook on Monday, and Doornbos has already received some inquiries regarding the position. When he returns from vacation, he will be prioritizing the hiring of a new employee. He asked the board to appoint a new hiring liaison from the board, due to the retirement of Mr. Leach. The board discussed a new liaison and the hiring process. The board had consensus that Comeaux would act as the hiring liaison for the board.

DePuy stated that in another department it was suggested that Cedar offer a \$1000 hiring bonus, as well as a \$500 bonus for any Cedar Fire employee who recommended another person who is then hired as a full-time employee. **Royston moved to provide a \$1000 sign-on bonus for any new full-time employees. DePuy seconded.** The board discussed. Julian is not a major fan of this, because he feels it's unfair to the existing employees. Julian opened up the discussion to the department members. Maus feels that it would be worth it to get people in the door, but that it doesn't keep people here. The board discussed having the sign-on be dependent on successfully completing probationary status. Maus also feels that this should be covered in an additional MOU. Doornbos agreed that it should be dependent on successfully completing probationary status. **Royston amended his motion to provide a \$1000 sign-on bonus for any new full-time employees who complete their probationary status; contingent upon a signed MOU with the union. DePuy seconded. All in favor, motion carried.**

New Business:

- a. Election of Secretary – Leach was previously the board secretary; that position is now open. **DePuy moved to elect Chris Comeaux as secretary of the Cedar Area Fire & Rescue Board. Royston seconded. All in favor, motion carried.**
- a. Any New Business – None

Reports:

- a. Fire Chief – The Chief's Report was provided in the meeting packet. Doornbos summarized the main points of his report. The chief and board discussed the report. DePuy thanked the staff for their work on the Olsen barn fire the previous day.
- b. Department Staff – Boomer reported that the auditor has told her to look for a draft of the audit prior to the July meeting.

- c. Chairman – Julian reported that Cleveland Township has now discussed the possibility of a new station at their board meeting. The board commented favorably on this possibility. Julian and Stein discussed further, and a committee will likely be formed between the two townships. In addition, Kasson Township is discussing the possibility of constructing a year-round water point. The board discussed other water points. Doornbos is working to put together a master map of seasonal and year-round water points in the district and around its immediate borders. Once dry zones are established, Doornbos will be approaching private citizens and the township regarding access to existing water sources and the development of new water sources. Royston asked Doornbos to approach the developer of SugarLoaf to try to ensure the water source there is not destroyed during the upcoming demolition.

Citizens Comments – None

Board Member & Chair Comments – DePuy thanked the crew for their work on the Olsen barn fire and LeBear Resort fire. Comeaux thanked the board for their welcome and for the continued ability to serve the community.

Next Meeting Date – The next regular board meeting is scheduled for Thursday, July 15, 2021 at 7 pm.

With no further business, Comeaux moved to adjourn the meeting at 8:11 pm, Schaub seconded. All in favor, motion carried.

Respectfully submitted,

Dana Boomer
Recording Secretary